RIGHT TO INFORMATION
TRAINING

For Government & Public Officials
(Supply Side)

A COURSE GUIDE
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Course Overview
The right to information (RTI) is internationally recognised as a human right which is critical to democratic and accountable government. Some of the benefits of the effective enforcement of the right to information are citizen participation and an informed populace; the building of trust in government by preventing false rumours from spreading through the dissemination of true and reliable official information; and the combating of corruption and promotion of effective and efficient governance.

This online course is targeted at African public officials who are tasked with implementing an RTI law, and particularly at those who are involved in receiving, processing and responding to RTI requests, as well as oversight of such requests. It is also aimed at building the capacity of African users of RTI systems, such as members of civil society, journalists and private citizens to take full advantage of the right to information, in accordance with local legislation on this right. The course also seeks to raise awareness about the significance of the right to information, which is a fundamental human right.

Although the specific legal parameters vary significantly from country to country, this course aims to set a normative standard for how to carry out these responsibilities in line with international human rights standards. In implementing an RTI law, public officials should bear in mind that they are giving substance to a key human right, and should undertake this process with the attention, care and diligence that this implies. The course also serves as:

1. A reference/information tool for training officials in Africa on the right to information;
2. A tool for training of trainers (ToTs) on the right to information; and
3. A guide for ToTs on training methodologies and approaches.

Training objectives
The objectives of this training are to:

- Increase participants’ knowledge of the right to information
- Develop participants’ capacity to implement the right to information within their own public authorities
- Promote a better understanding among participants of how the right to information is beneficial to both citizens and public authorities; and
- Reduce official opposition to implementing the right to information.

Structure of the course
This course is structured as follows:

- Introduction
- Module 1: Introduction to the Right to Information
- Module 2: The Legal Framework for the Right to Information
- Module 3: Overview of Implementation
- Module 4: Proactive and Reactive Disclosure
- Module 5: Interpreting Exceptions
- Evaluation
Each module explores various themes connected to RTI implementation and accompanying instructions on how to engage with the material. Each module is divided into different activities with defined topics, aims and tasks. Activities include moderator and expert videos, exercises/games, reading material, useful RTI resources, discussion forums, and quizzes. The content is designed to impart content that helps allow participants to actively engage in the discussion forums that take place in all modules.

Only when all necessary tasks for each activity in each module are completed can participants move on to the next module. At the end of each module, participants will be required to pass a quiz, scoring at least 80% (three tries will be allowed), to move onto the next module. At the end of the course, participants will be asked to evaluate it to assist with continuous improvement of this and future courses.

**What is expected from you?**

The following is expected from you to ensure productive engagement of all participants:

- To approach the subject matter with an open mind;
- To commit to begin and complete the course within the allocated time frame and to communicate with the course organisers when problems are encountered;
- To interact with fellow participants in a respectful and egalitarian manner; and
- To maintain a focus on the relevant issues.

**Accessing the Online course**

To access the course, participants should go to the following link [https://fesmedia.scholarlms.com](https://fesmedia.scholarlms.com). Here you need to create your free account and you will receive via email your username and password.

**Login page**

Once URL has been copied and pasted into the search engine the above page should appear, take the following steps to login:

Step 1: Enter your username (as sent via email) on the envelope icon.
Step 2: Enter your password (as sent via email) on the login.
Step 3: Click on “Log In” once the above credentials have been entered.
Home Page

The above home page will appear. One on the home page you will notice the following:

1. A profile icon with a downward pointing arrow next to it. This is your profile where you can edit your personal details.

2. Next to the profile icon is a message icon, this icon will show next to it the number of messages you have. The messages may come from course administrators or fellow course participants. You can use this icon to check messages sent to you and to send messages to other participants in the course as well as course administrators, experts and moderators.

3. Next to the messages icon you will find a bell icon this will show any announcements posted by the course administrators.

4. In order to access the course, you are enrolled in, on the right and side of the home page you will see “My courses” this will have a list of all course you are enrolled in this case either RTI Training for Supply Side or RTI Training for Demand side.

Course home page

The course homepage has several things to look out for, these include:

1. On the left side of the course home page is a progress bar, this will show you your progress in the course and the amount of time you have spent in the course.

2. Further down on the left side, you will see a table of contents. The table of contents shows
you the course modules and what each module entails.

3. In the middle of the course home page, you will see the course content, this is where you access the course module. Remember the modules work in a chronological order, therefore you will have to start with the introduction section before moving on to module one and with module one before moving onto module two.

Introduction

Above is the introduction section of the course. The Introduction section of the course entails the following:

1. Welcome to the Right to Information (RTI) Training Course - this section gives you are a brief introduction to the course, how it was put together and introduces you to sponsors and co-sponsors of the course.
2. About the Right to Information – this section gives you a summary of the right to information.
3. Course experts and moderators – this section features short bios of all course moderators and experts.
4. About this course – this section is a critical guideline to completing the course.
5. Glossary – features several terms and definitions which will be used throughout the course.
6. Introduce yourself discussion forum – this forum encourages participants to network by introducing themselves to one another.
7. Announcements – this section will entail any course announcements posted by the course administrators.
8. General discussions forum – in this forum participants are encouraged to discuss any other course matter related to this training that may not have been discussed in the various modules.

Course Content

The course entails the following learning tools:

1. Expert and moderator videos (shown below)

These videos are recorded by course expects and moderators and give a synopsis of the module topics.
2. Discussion forums

Discussion forums are there to enhance engagement between fellow participants, curse experts and course moderators. Each discussion forum focus on the module topic.

3. Interactive games

These games are there to encourage learning and to ensure that participants learn the content in an engaging way. Clear instructions are given on how the games are to be played.
4. Reading material

This is written content in form of a book. The content here is also reiterated in the module videos.

5. Additional readings and resources

These resources can be used for further reading to improve the knowledge of participants on the subject matter.

6. Module quizzes

At the end of each module, there is a module quiz, these module quizzes need to be passed with 80% or higher in order for participants to move on to the next module.
Module 1: Quiz

Well done! You’ve reached the end of the first module. It’s time to test what you’ve learnt so far.
This is a graded quiz. You must score at least 80% to proceed to the next module. You have three attempts.
Feel free to use your notes.
The quiz is timed, and you have 30 minutes to complete it.
If you leave the quiz without clicking the Finished button at the end, your answers are automatically submitted.

Attempts allowed: 5
Time limit: 30 mins
Grading method: Highest grade

Attempt quiz now

Module 1: Quiz

Which of the following options does NOT accurately describe human rights?

○ a. Human rights are universal, which means that everyone has them.
○ b. Human rights are interdependent, which means they can only be fully enjoyed if all human rights are fulfilled.
○ c. Human rights are indivisible, which means that all rights are equally important.
○ d. Government imperative to manage the country applies despite human rights, which means that government priorities generally should override them.

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Good Luck!